

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**SUPERVISING OCCUPATIONAL SAFETY & HEALTH COMPLIANCE OFFICER**  
**(Technical)**  
Boiler and Elevator Branch

**Salary: \$4,161 Monthly (SR-25)**

**Opening Date: March 30, 2012**

**Closing Date: June 25, 2012**

(revised 06.05.12)

---

**RECRUITMENT INFORMATION**

Recruitment number: 12SOSHCO-04T; Position is located in Honolulu

**DUTIES SUMMARY**

Directs and coordinates technical inspection and compliance operations and activities relative to boiler and pressure systems, elevators and kindred systems, and other equipment; develops and implements improvements in standards and operational methods and procedures; and performs other duties as required.

**MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

**To qualify, you must meet all of the following requirements:**

**EXPERIENCE REQUIREMENTS:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the type and quality described in Option A **or** Option B below:

**OPTION A**

**Education Requirement\***

Graduation from high school or one (1) year of work experience requiring the ability to read, comprehend, and apply written directions, or a high degree of verbal skills may be substituted for graduation from high school.

**General Experience Requirement\***

Three (3) years of experience at a journey level or equivalence in high pressure boiler or pressure vessel construction or repair; or as an operating engineer in charge of high pressure boiler operation; or as an inspector of high pressure boiler or pressure vessels.

**Specialized Experience Requirement**

One (1) year of boiler inspection experience which demonstrates possession of knowledge of safety inspection and investigation methods and techniques; occupational safety and health laws and codes; and rules and regulations pertaining to the design, construction, installation, maintenance and operation of boilers, pressure vessels and other related equipment; and report writing.

This experience must be comparable to the Boiler Inspector class in the State government.

**Supervisory Experience Requirement**

One (1) year of work experience over other Boiler Inspectors which involved: scheduling and assigning work to subordinates, establishing work methods and procedures, reviewing work for accuracy and completeness, providing assistance and guidance in problem areas, and rating performance.

**Substitution of Education for Experience\*:**

1. Possession of a bachelor's degree in mechanical engineering from an accredited university may be substituted for two (2) years of the general experience requirement.
2. Possession of a bachelor's degree in a branch of engineering other than mechanical engineering from an accredited university may be substituted for one (1) year of the general experience requirement.

**Commission Required:** Applicants must meet the eligibility requirements for a commission from the State Department of Labor and Industrial Relations to conduct inspections of boilers. Such a commission must be acquired within the probationary period following appointment to the position.

\*This requirement was established by the Hawaii State Occupational Safety and Health Standards, Rule 377.25-21, effective 7-11-74.

## **OPTION B**

### **General Experience Requirement\*\***

Five (5) years of progressively responsible experience as an elevator mechanic.

### **Specialized Experience Requirement**

One (1) year of work experience which demonstrates possession of knowledge of safety inspection and investigation methods and techniques; occupational safety and health codes, laws, etc., applicable to elevator inspections; principles and practices of electricity, electronics, mechanics, hydraulics, welding and rigging; and the construction, operation and capacity of equipment, and report writing.

### **Supervisory Experience Requirement:**

One (1) year work experience over other Elevator Inspectors which involved: scheduling and assigning work to subordinates, establishing work methods and procedures, reviewing work for accuracy and completeness, providing assistance and guidance in problem areas, and rating performance.

Commission Required: Applicants must meet the eligibility requirements for a commission from the State Department of Labor and Industrial Relations to conduct inspections of elevators. Such commission must be acquired within the probationary period following appointment to the position.

\*\* This requirement was established by the Hawaii Occupational Safety and Health Law, Chapter 396-5.5 (b), effective May 22, 1974.

### **LICENSE REQUIREMENT:**

Must possess a valid State of Hawaii driver's license.

**APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM**

**[www.hawaii.gov/labor/jobs](http://www.hawaii.gov/labor/jobs)  
or**

**Department of Labor and Industrial Relations  
830 Punchbowl Street, Room 312  
Honolulu, Hawaii 96813**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm  
Closed on State Observed Holidays**

**Submit completed Application and Supplemental Questionnaire to**

Department of Labor & Industrial Relations, 830 Punchbowl St., Room 312, Honolulu, HI 96813.

Mailed application must be postmarked by midnight of closing date.

**Supervising OSH Compliance Officer (Technical), SR-25 Oahu  
Supplemental Questionnaire - Submit with Application**

**1. REQUIRED SUPPLEMENTAL QUESTIONS**

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

☐ I acknowledge I have read and understand the above information.

Click to print application: [DLIR APPLICATION](#)

May we send your eligibility determination letter by email?

☐ YES Email address: \_\_\_\_\_

☐ NO Prefer hard copy by mail.

**Supervising OSH Compliance Officer (Technical) – Oahu, 12SOSHCO-04T**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: **2. OPTION A****Education Requirement**

Do you have a high school diploma or one (1) year of work experience requiring the ability to read, comprehend, and apply written directions?

☐ Yes☐ No**General Experience Requirement**

Do you have at least three (3) years of work experience at a journey level or equivalence:

In high pressure boiler or pressure vessel construction or repair?

☐ Yes☐ No

**If YES, on a separate sheet**, identify each experience you would like us to consider and provide details of your duties and responsibilities which clearly depicts your experience and level of expertise.

As an operating engineer in charge of high pressure boiler operations?

☐ Yes☐ No

**If YES, on a separate sheet**, identify each experience you would like us to consider and provide details of your duties and responsibilities which clearly depicts your experience and level of expertise.

As an inspector of high pressure boiler or pressure vessels?

☐ Yes☐ No

**If YES, on a separate sheet**, identify each experience you would like us to consider and provide details of your duties and responsibilities which clearly depicts your experience and level of expertise.

**Specialize Experience Requirement**

Do you have one (1) year of boiler inspection experience which demonstrates possession of knowledge of safety inspection and investigation methods and techniques; occupational safety and health laws and codes; and rules and regulations pertaining to the design, construction, installation, maintenance and operation of boilers, pressure vessels and other related equipment; and report writing. This experience must be comparable to the Boiler Inspector class in the State government.

☐ Yes☐ No

**If YES, on a separate sheet**, identify each experience you would like us to consider and provide details of your duties and responsibilities which clearly depicts your experience and level of expertise.

**Supervisory Experience Requirement**

Do you have one (1) year work experience over other Boiler Inspectors which involved: scheduling and assigning work to subordinates, establishing work methods and procedures, reviewing their work for accuracy and completeness, providing assistance and guidance in problem areas, and rating their performance?

☐ Yes☐ No

**If YES, on a separate sheet**, identify each experience you would like us to consider and provide details of your duties and responsibilities which clearly depicts your experience and level of expertise.

**Substitution of Education for Experience**

Are you substituting education for experience as described in the vacancy announcement?

☐ Yes☐ No

**If YES**, you must submit copies of your official transcripts.

Name:

### 3. **OPTION B**

#### **General Experience Requirement**

Do you have five (5) years of progressively responsible experience as an elevator mechanic?

☐ Yes

☐ No

#### **Specialized Experience Requirement**

Do you possess one (1) year of work experience which demonstrates possession of knowledge of safety inspection and investigation methods and techniques; occupational safety and health codes, laws, etc., applicable to elevator inspections; principles and practices of electricity, electronics, mechanics, hydraulics, welding and rigging; and the construction, operation and capacity of equipment, and report writing.

☐ Yes

☐ No

**If YES, on a separate sheet,** identify each experience you would like us to consider and provide details of your duties and responsibilities which clearly depicts your experience and level of expertise.

#### **Supervisory Experience Requirement:**

Do you possess one (1) year of work experience over other Elevator Inspectors which involved: scheduling and assigning work to subordinates, establishing work methods and procedures, reviewing their work for accuracy and completeness, providing assistance and guidance in problem areas, and rating their performance.

☐ Yes

☐ No

**If YES, on a separate sheet,** identify each experience you would like us to consider and provide details of your duties and responsibilities which clearly depicts your experience and level of expertise.

### 4. **LICENSE REQUIREMENT**

Do you possess a valid State of Hawaii driver's license?

☐ Yes

☐ No

If **YES**, you must verification.

### 5. **ADDITIONAL INFORMATION**

Do you have any other information related to this position that you would like us to consider?

☐ Yes

☐ No

**If YES**, submit with your application.

Name: \_\_\_\_\_

6. Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application.

**Note: You must re-submit supporting documents to DLIR if they were submitted to the:**

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

- ☐ Supporting documents are attached.
- ☐ Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.
- ☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

## 7. How did you find out about this position? (optional)

- ☐ Department of Labor and Industrial Relations website
- ☐ HireNet Hawaii
- ☐ University website
- ☐ University of Hawaii
- ☐ Chaminade University
- ☐ Hawaii Pacific University
- ☐ Referred by a family, friend, acquaintance, etc.
- ☐ Other: \_\_\_\_\_

## 8. DOCUMENTS TO BE SUBMITTED

to the Department of Labor and Industrial Relations, Personnel Office

- ✓ Application for Civil Service Positions
- ✓ Supplemental Questionnaire
  - Attachments if applicable
- ✓ Supporting documents
  - Driver's License
  - Transcripts (if applicable)